



# US Army Garrison - Schweinfurt



USAG Schweinfurt Safety Office



# US Army Garrison - Schweinfurt



## Accident Reporting

**Report all accidents to your supervisor immediately!**

**Use the required accident forms to document and report the accident. Notify the USAG Safety Office within 3 working days after the accident (354-1670).**

For US AF employees:

**CA - 1, Federal Employees Notice of Traumatic Injury and Claim for Continuation of Pay/Compensation**

**CA – 16, Authorization for Examination And/Or Treatment**

For US NAF Employees:

**Form LS-1, Request for Examination and/or Treatment**

**Form LS-202, Employer's First Report of Injury or Occupational Illness**

**Form LS-204, Attending Physicians Supplementary Report**

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## Accident Reporting (cont.)

Steps	Notes
<b>Step 1</b> Notify your supervisor of the injury and request Form CA-16; assist your supervisor in preparing Form CA-1 or CA-2 online at <a href="http://www.cpms.osd.mil/ICUC/ICUC_index.aspx">http://www.cpms.osd.mil/ICUC/ICUC_index.aspx</a> .	You have 3 years to file a claim. However, to receive time-lost benefits for a traumatic injury, a claim must be filed within 30 days. Contact the CPAC ICPA for details.
<b>Step 2</b> Take Form CA-16 to your physician. Be sure to let the medical facility know that you are there for a work injury.	Form CA-16 must be signed by your supervisor at the time of the initial treatment or within 48 hours after the time of the injury.  The CPAC ICPA forwards Form CA-1 and Form CA-16 to the DOL within 10 days after notification of injury.
<b>Step 3</b> Take Form CA-20, Form CA-17, and your position description to your physician on follow-up visits.	Form CA-17 requires your supervisor to complete Part A.  The CPAC ICPA submits the forms to DOL when your physician has completed them.
<b>Step 4</b> Take medical paperwork and bills to the CPAC ICPA as soon as possible.	If necessary, submit Form OWCP-915 for reimbursement.
Forms are available on the CHRA-E and the DOL websites. Go to <a href="http://cpolrhp.belvoir.army.mil/eur/index.htm">http://cpolrhp.belvoir.army.mil/eur/index.htm</a> , click on <i>Management Tools</i> , then click on <i>On the Job Injuries</i> , or go to <a href="http://www.dol.gov/esa/owcp/dfec/regs/compliance/forms.htm">http://www.dol.gov/esa/owcp/dfec/regs/compliance/forms.htm</a> .	

CPACs	Telephone Number
Benelux	DSN: 361-5063 Fax: 361-5386
Grafenwöhr	DSN: 475-7264 Fax: 475-7920
Heidelberg	DSN: 370-6914 Fax: 370-7083
Kaiserslautern	DSN: 493-4249 Fax: 493-4367
Stuttgart	DSN: 421-2150 Fax: 421-2077
Vicenza	DSN: 634-7356 Fax: 634-8344
Franconia	DSN: 351-4612 Fax: 351-4630
Wiesbaden	DSN: 338-1430 Fax: 338-7900
Contact your local CPAC ICPA for assistance.	

Army in Europe



**Injuries**

**On the Job**

**Appropriated Fund:  
A Guide for Employees**



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## Accident Reporting (cont.)

### You Are Protected

As a U.S. appropriated fund (APF) employee, you are protected under the Federal Employees' Compensation Act (FECA) for injuries and illnesses that are work-related.

This guide will walk you through the basic steps of addressing an on-the-job injury. When you have questions or need more assistance with workers' compensation issues, talk to your supervisor and your local civilian personnel advisory center (CPAC) injury compensation program administrator (ICPA). For more information, go to the United States Army Civilian Human Resources Agency, Europe Region (CHRA-E), website at <http://cpolrhp.belvoir.army.mil/eur/index.htm>, click on *Management Tools*, then click on *On the Job Injuries*.

### Reporting Injuries

If you are injured at work, notify your supervisor as soon as possible after the injury occurs. By reporting your on-the-job injury, you protect your ability to make a compensation claim. All injuries should be reported, even when treatment is not required and there is no worktime lost.

### Seeking Medical Attention

If your injury is an emergency, seek treatment immediately. Before you obtain medical treatment for a medical problem that is not an emergency, ask your employer for U.S. Department of Labor (DOL) Form CA-16, which authorizes treatment by a physician of your choice.

This form is available at your local CPAC. Other forms you need to file an on-the-job injury claim are on the CHRA-E website or on the DOL website at <http://www.dol.gov/esa/owcp/dfec/regs/compliance/forms.htm>.

You have the right to select the physician you want for treatment. Once you choose a physician, however, you cannot change to another physician without the approval of the DOL workers' compensation claims examiner.

You are encouraged to visit a U.S. military medical facility for the initial treatment. If you choose a military facility, you will not be billed for the initial examination and treatment. Employees who choose to be treated off-post must pay for services and request reimbursement later. To avoid cost-reimbursement delays, have all foreign-language medical documents translated into English before submitting them to the CPAC ICPA.

### Filing Your Claim for Compensation

● For a traumatic injury, you and your supervisor must complete the online Form CA-1, available at [http://www.cpms.osd.mil/ICUC/ICUC\\_index.aspx](http://www.cpms.osd.mil/ICUC/ICUC_index.aspx). This form must be filed with your supervisor within 30 days after the date of injury to receive a continuation of pay (COP) for any time lost within the first 45 days after the initial injury.

● If you have an occupational disease, you should file Form CA-2; you will not receive COP for time lost for an occupational disease.

● Every 30 days, your physician must provide a status report on Form CA-17. For more information on filing your claim, contact your CPAC ICPA or visit the CHRA-E website.

### Benefits Under FECA

- Attendant's allowance
- Death benefits
- Hospital costs
- Partial disability
- Permanent disability
- Pharmacy costs (medication)
- Physician costs
- Schedule award
- Temporary disability for traumatic injury
- Vocational rehabilitation

### Information and Assistance

Contact the CPAC ICPA as soon as possible after your injury or illness. Discuss your reports, claims, and benefits with your supervisor and the CPAC ICPA.

If you are temporarily unable to work because of your injury, you must provide medical documentation certifying the continuation of your medical condition. Light-duty assignments may be available if you are not able to perform your regular job and if approved by your physician.

The CPAC ICPA will file all of the required forms that you and your supervisor complete. For more information about your rights under FECA, go to <http://www.dol.gov/esa/regs/compliance/owcp/ca-11.htm>.



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## *Personnel Protective Equipment (PPE)*

**The employer** provides PPE for hazardous situation when the hazard can not be removed.

**The supervisor** ensures that the PPE is used.

**The employee** uses the equipment properly and maintains the equipment's cleanliness and serviceability.





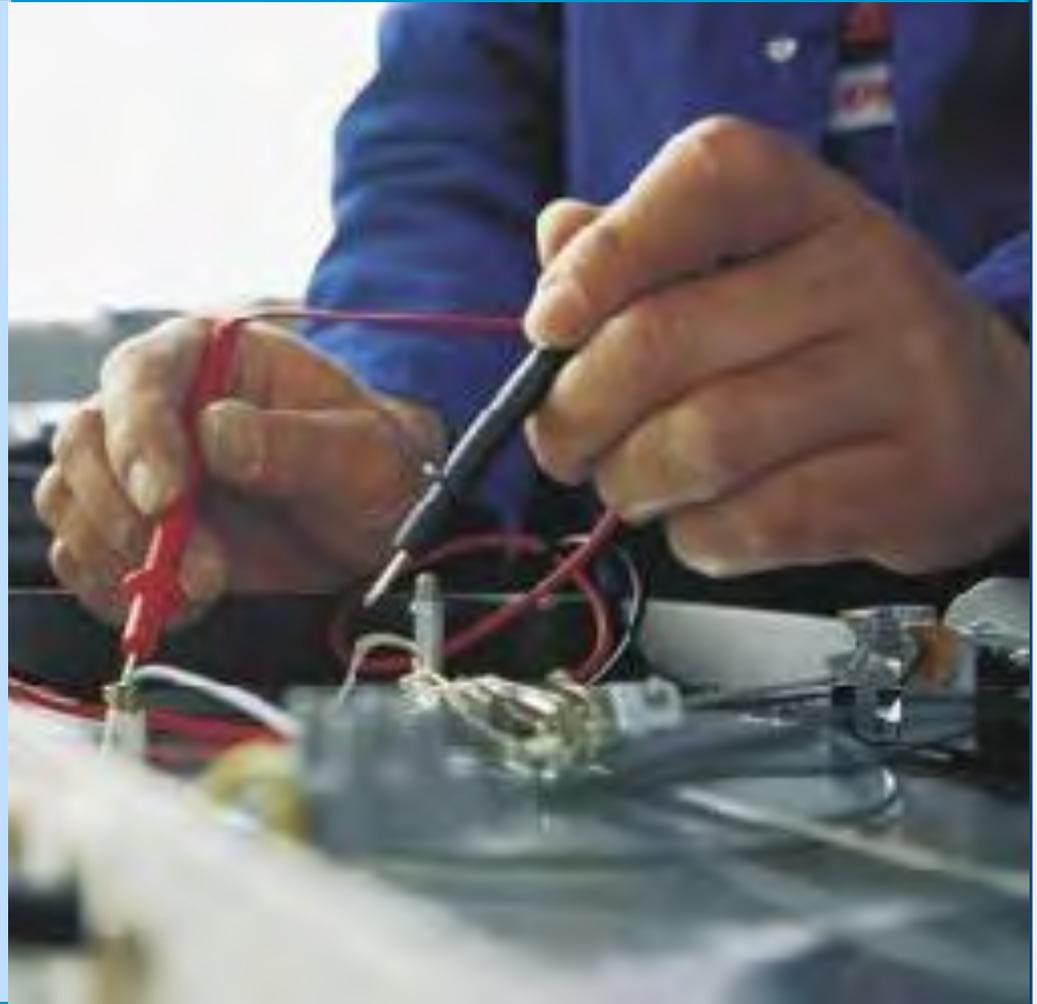
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## *Personnel Protective Equipment (PPE)*

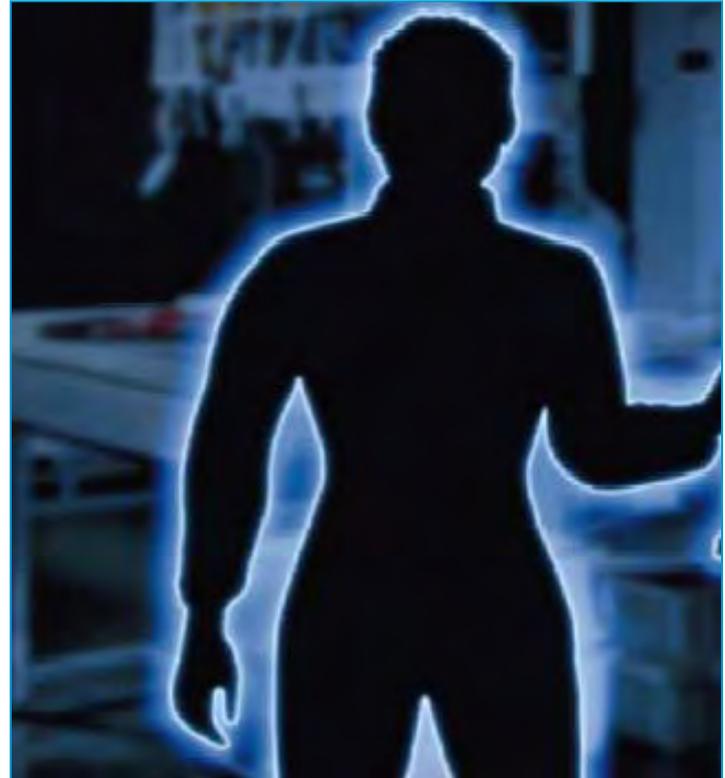


# Working Safely with Electrical Energy



# Consequences of “electrical accidents“

- ▶ Electric shock + shock reaction
- ▶ muscle cramps
- ▶ respiratory paralysis
- ▶ ventricular fibrillation
- ▶ thermal burns



# Factors that Influence the Severity of “Electrical Accidents”



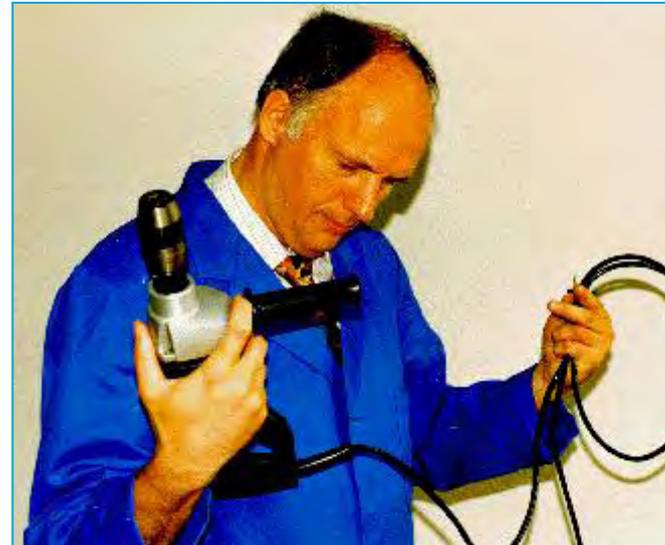
The severity if an electrical accidents depends on the voltage **and** the environmental conditions.

<b>positive</b>	<b>environmental factors</b>	<b>negative</b>
<b>rubber or Synthetic material</b>	<b>floor</b>	<b>wet floor, soil, grounded metal</b>
<b>rubber soles, dry feet</b>	<b>shoes</b>	<b>barefoot, wet soles/feet</b>
<b>dry clothes</b>	<b>clothes</b>	<b>wet/damp clothes</b>
<b>insulated area, low humidity</b>	<b>environment</b>	<b>confined, electricity conducting space (e.g. silo, tank), high humidity</b>

# Visual Inspection

Prior to use, appliances need to be checked for the following.....

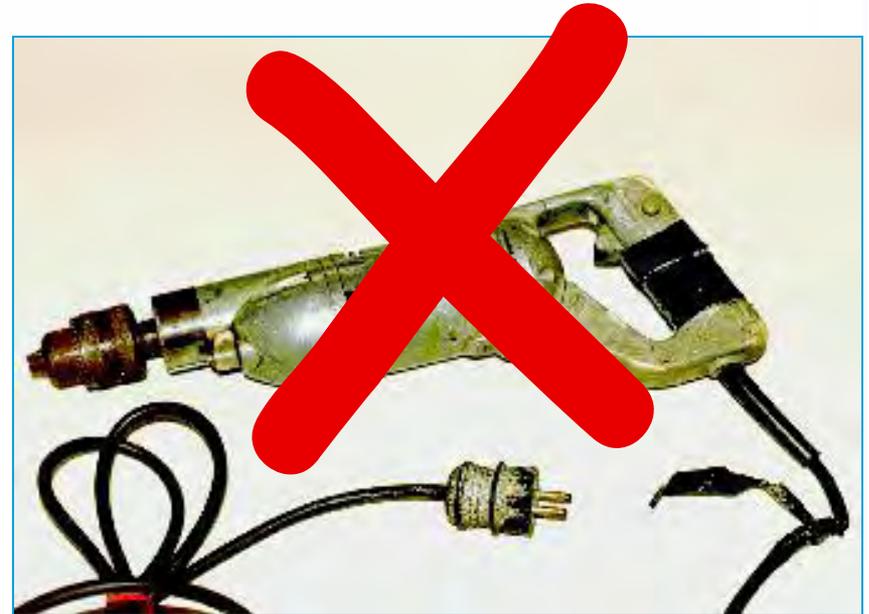
- ▶ no visible damage
- ▶ insulation of the appliance, the cord, and the plug free of damage,
- ▶ *Break protection* in place and free of damage.



## Damaged Appliances and Installation

If appliances and installations are damaged, ...

- ▶ do not use them,
- ▶ secure them to prevent use by others,
- ▶ post warning signs,
- ▶ report to the supervisor or to a certified electrician.



# Repair and Maintenance

- ▶ Never perform any repair or modification yourself.
- ▶ Only certified electricians are authorized to repair appliances or installations.
- ▶ Do not modify or disconnect any safety components.

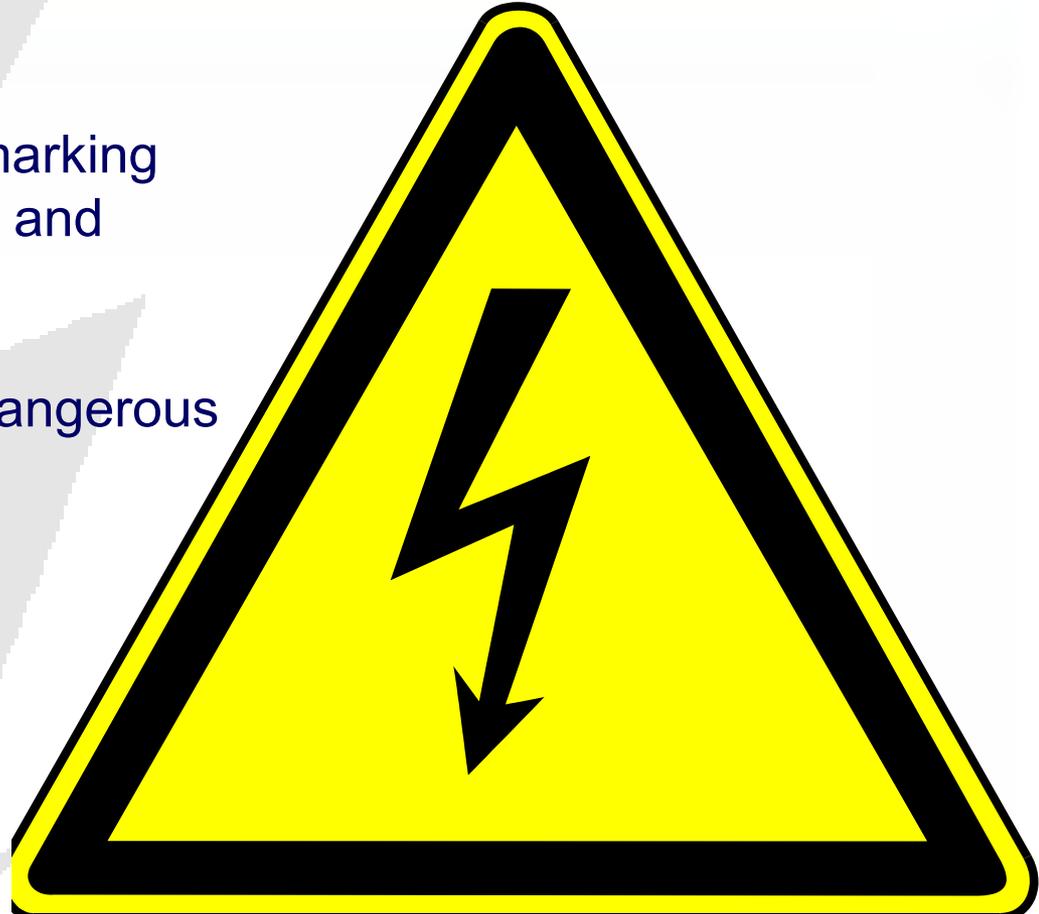


# Warning Signs



Warning sign for marking  
of electrical rooms and  
installations:

Warning against dangerous  
Electric tension.



## Basic Rules

- ▶ Do not use the cable to lift or carry appliances.
- ▶ Protect cables and plugs/receptacle against damage.
- ▶ Do not drive across cables that lay on the ground.
- ▶ Never pinch or bend cables.
- ▶ Do not unplug by pulling the cable.



## Basic Rules



Keep moisture and water away from appliances and installations.



Do not use appliances when hands or feet are wet.



Safe  
Transporting  
Carrying and  
Lifting



# Safe Lifting Procedures

**1** Keep your back straight.

**2** Bend knees with slightly spread legs.

**3** Keep load close to your body.

Since leg muscles are stronger than back muscles, lift with the legs, until they are straightened and avoid jerky movements.

To turn, move the feet around by pivoting on the toes, not by twisting at the stomach.



# Safe Carrying Procedures

1

Walk upright,  
carry load with both arms



1

2

Don't lift heavy load by yourself,  
get help



2

3

Use lifting devices for  
heavy load  
(e.g. trolleys, hoists,  
pushcart , pallet jacks,  
lanyards, etc.)



3

# Relievs at Lifting and Carrying



Check the load's weight



Lift and carry load with more employees



Use smaller containers  
(e.g. 25 kg-containers)



Use lifting and carrying devices



# Height of Work Tables



Height for Females:  
85 bis 90 cm



Height for Males:  
90 bis 95 cm



# Shoes



Suitable shoes must meet the following criteria:

- fit firmly around the foot.
  - full shoe
  - contains a non-slip sole
- 
- is resistant to cleaning agents, grease, etc.
  - in hazardous areas provide safety shoes and enforce the usage.



# Fire Prevention and Protection





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Fire Prevention and Protection includes:



Protecting people



Protecting values



Protecting the environment



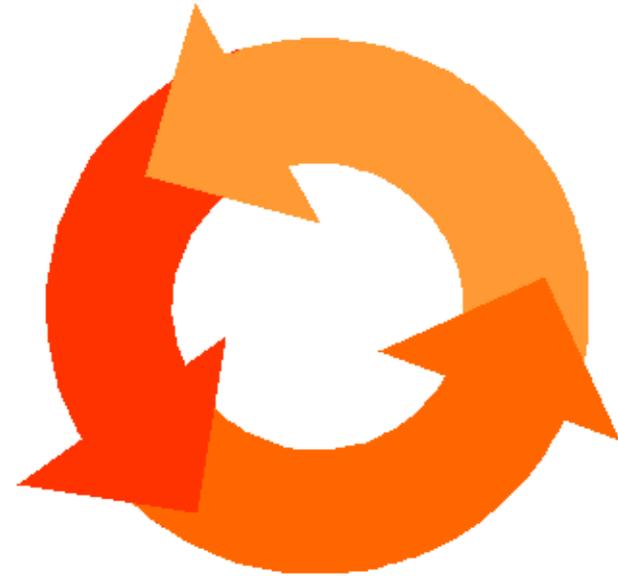
**Fire Prevention:**

all measures to avoid the starting of fire  
And to avoid that it spreads out



**Fire Protection:**

all measures to identify fires, fire fighting measures,  
Emergency response, and protection from hazard





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## Flammable Liquids



Limit the quantity to the daily requirement



Do not smoke



Avoid ignition sources, e. g. open flames, sparks, hot surfaces



Do not pour into sewer drains, wash basins or toilets.



Store rags, greasy rags, or rags that are soaked with thinners in approved, closed containers only.





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## Liquefied Petroleum Gas (LPG)

LPG is heavier than air and highly explosive.



Do not store LPG cylinders in basements.



Protect cylinders from heat and against mechanical damage.



Within the Safety Zone:  
no ditches, basement openings, trenches, etc.; no combustible material, no ignition sources.



Cylinders must always stand upright.



Control for leaks with foaming liquid/spray after changing the cylinder.





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## Hazards from flying particles and sparks

-  Obtain a ***HOT WORK PERMIT*** from the Fire Department for work in fire hazard areas.
-  Remove or cover all combustible objects and/or material
-  Seal all wall, floor and ceiling openings
-  Ensure appropriate fire fighting equipment is available
-  Post a fire watch





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## Cooking with Deep-Fat Fryers (1)



Change the oil regularly



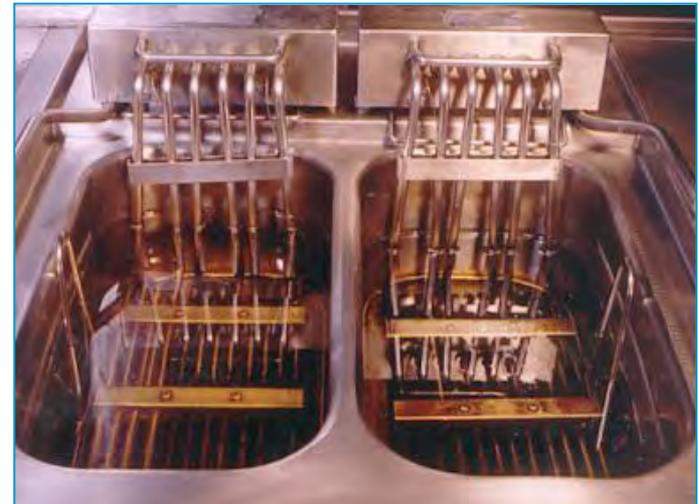
Do not melt shortening directly on the heating elements (use a pot)



Don't leave deep-fat fryers unattended



Regularly clean the grease filters in the ventilation hood





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## Cooking with Deep-Fat Fryers Fritteusen (2)

What if the deep-fat fryers is burning?



Use appropriate extinguishers only (see label!)



Do not use water



Do not use fire blanket





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## Waste Disposal



Dispose cigarette butts and ashtrays only in waste bins made of noncombustible material



Do not store flammable liquids at the work place, do not dispose them in toilets or water tubs



Do not store waste paper and combustible material in attics, near heaters or utility rooms, nor in garages.



Store oily rags in noncombustible receptacles with a lid.





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## Electrical Appliances and Installations (1)

Fire hazards due to overloading, short-circuit, overheating



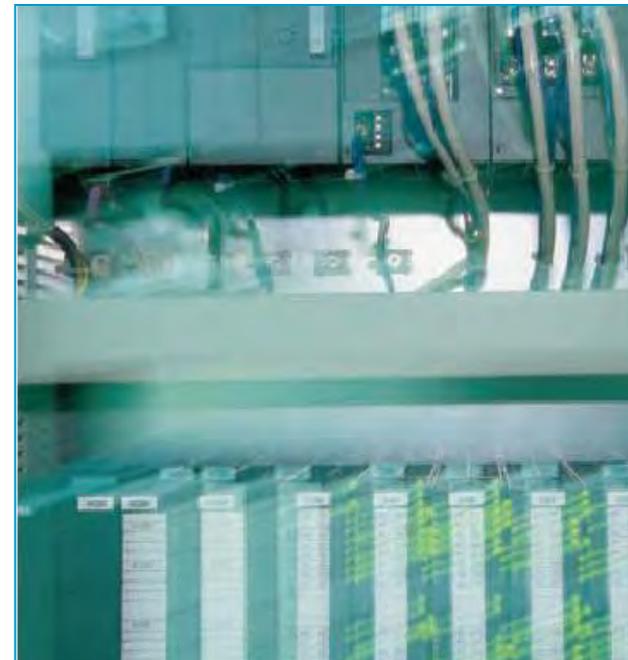
Do not overload cables (avoid the use of extension cords with multiple receptacles)



Damage to appliances and wiring:  
Stop work immediately; notify an electrician or your supervisor



Do not repair or bypass safety devices (e.g. fuses, temperature controls, ground fault circuit interrupters)





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## Electrical Appliances and Installations (2)

Fire hazards due to overloading, short-circuit, overheating



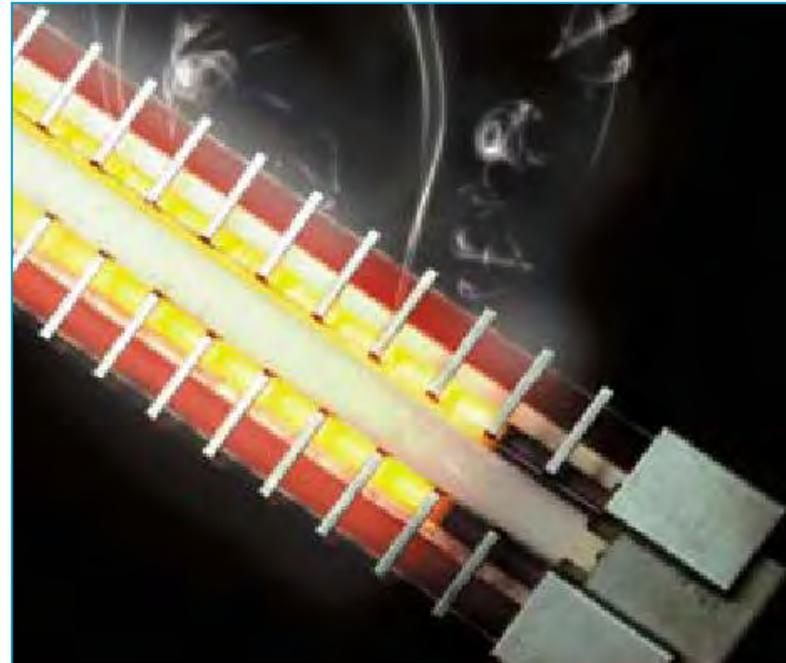
Place heat generating appliances on a non-combustible surface



Do not cover ventilation openings



Turn off appliances when they are not needed any longer





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## Fire Fighting Equipment

-  Familiarize yourself with the location of fire fighting equipment (extinguisher, wall hydrant)
-  Ensure that the extinguishing media is appropriate for the type of fire
-  Maintain a safe distance when fighting electrical fires



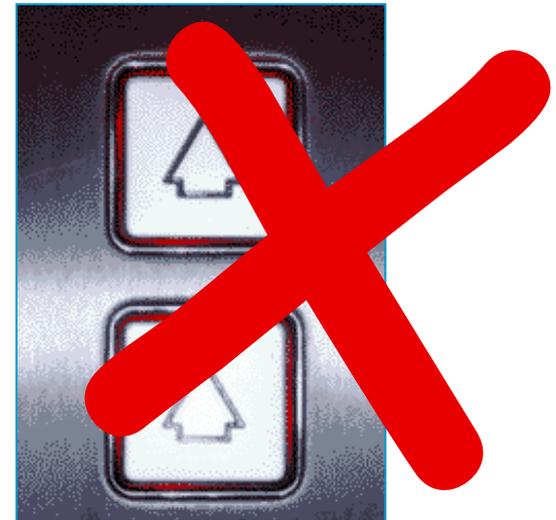


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## What to Do in Case of Fire

- ▶ Keep fire protection doors in working condition (do not obstruct, block or lock)
- ▶ Keep windows and doors closed (keep oxygen away from fire)
- ▶ Alert your colleagues
- ▶ Crawls when the room is filled with smoke
- ▶ Do not use elevators





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## Notification

A telephonic fire notification (**US Fire Department 117**) needs to include the following info :

- ▶ Where is the fire? (exact location)
- ▶ What is burning and what is the extend of the fire?
- ▶ Are persons injured or in jeopardy?
- ▶ Who is calling? (Name and telephone number)
- ▶ Do not finish the call yourself, wait for further questions from the fire department/Emergency Call Center/ Police



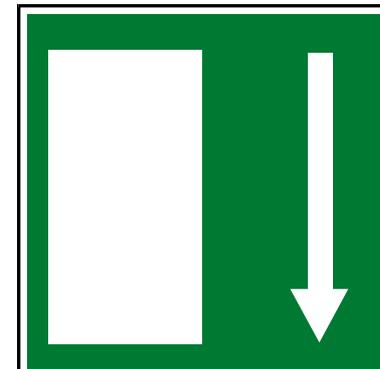
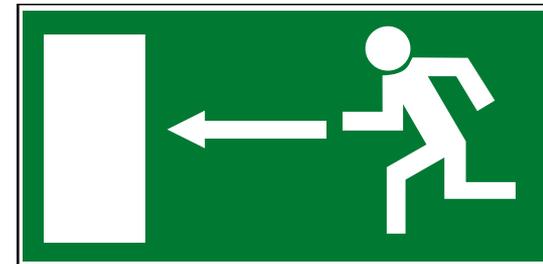


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## Means of Egress and Emergency Exits

-  Familiarize yourself with escape routes and emergency exits
-  Do not obstruct or block emergency exits and means of egress
-  Test all emergency exit doors to ensure they can be opened from inside without keys or tools



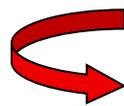


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## Accident Location: Office



 What can happen in an office?!



## Accident Location Office

Stumbles, trips, falls, and impact injuries in offices are correlated with the following:

- stairs 49%
- floors 27%
- obstacles 5%
- ladders and stepladders 4%





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## Eliminate obstacles...



 Tuck away or cover cables

 Good housekeeping

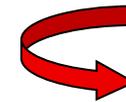
 Don't leave drawers open



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## Be cautious...



Ensure you  
always have  
free vision



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## Pay attention ...



↪ Watch out and pay attention when walking

↪ Always use the handrail when negotiating stairwells



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## Ladders and stepladders...



Always use safe and appropriate ladders or stepladders



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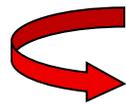
Wear appropriate shoes to prevent slips, tripps, an falls





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## Entering and exiting a vehicle



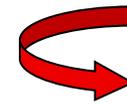
Falls - the underrated hazard



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## Exiting a truck safely...



Don't jump  
off



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## Exiting a truck safely...



↪ When entering or exiting a truck use the steps

↪ Use handles if available



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## Wear appropriate shoes ...



 Wear sturdy and non-slip shoes



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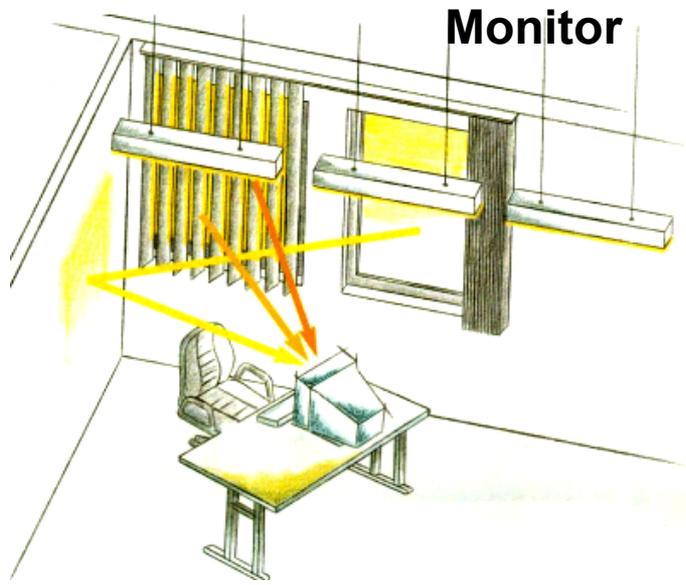
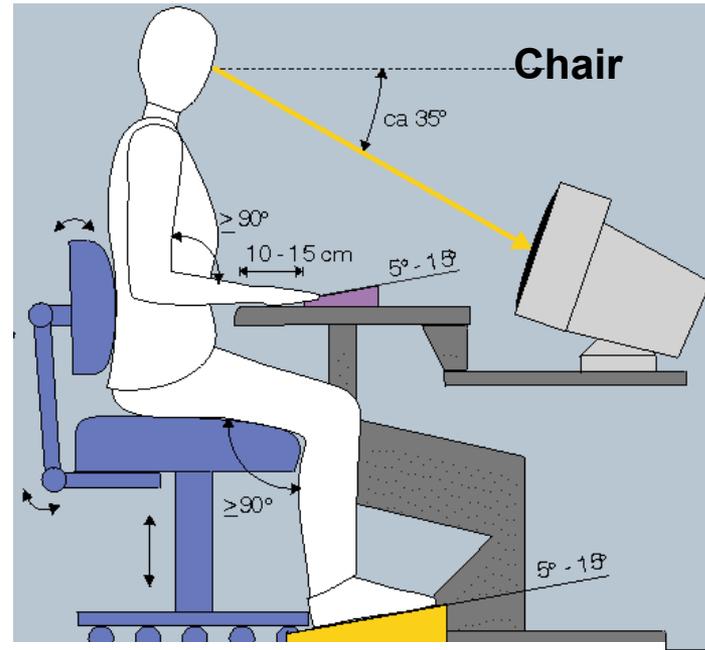
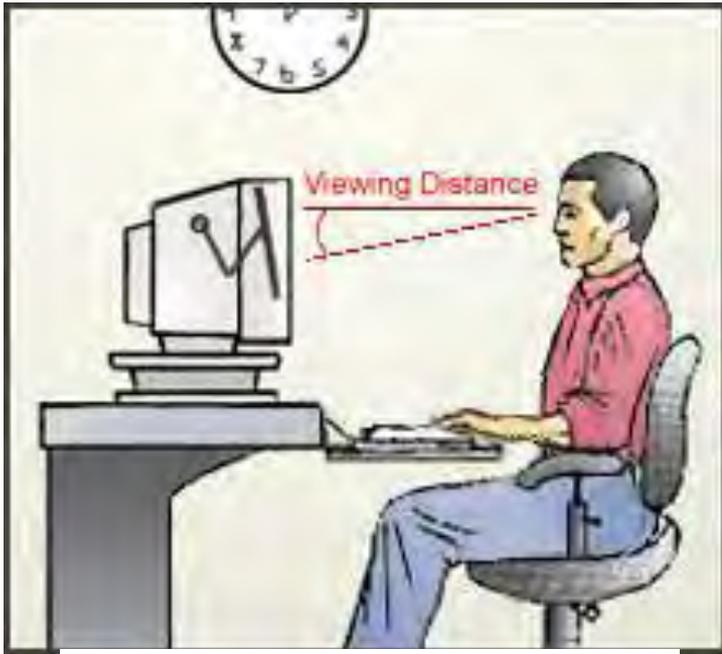
## Ergonomic Design of Computer Workplaces



**USAREUR Regulation 385-25**



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*Are there any*  
**QUESTIONS?**

